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CITY OF HOUSTON

Job Posting

Applications accepted from: 2

ALL PERSONS INTERESTED

Job Classification Posting Number

OFFSET PRESS OPERATOR PN #112237

Department Division

HOUSTON POLICE

Section

PROPERTY AND SUPPLY (PRINT SHOP)

1200 TRAVIS, B-1 PRINT SHOP

Reporting Location Workdays & Hours

MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Operates press with minimal waste and is very knowledgeable of printing operation. Prepares press and jobs in a timely manner. Maintains press as manufacturer recommends. Completes jobs in a timely manner and notify requesting divisions of job completion.

10 **WORKING CONDITIONS**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

MINIMUM EDUCATIONAL REQUIREMENTS 11

 $Specialized\ training\ in\ principles,\ procedures,\ practices,\ routines\ or\ techniques\ in\ a\ specific\ area\ or\ trade\ which\ might\ normally$ be acquired through up to 18 months of education or training beyond the high school level.

MINIMUM EXPERIENCE REQUIREMENTS 12

Six months of experience in the operation of printing equipment or a certificate in Graphic Arts from an accredited college or trade school are required.

<u>MINIMUM LICENSE REQUIREMENTS</u>
Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's police on driving. (AP 2-2).

14 **PREFERENCES**

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15 SELECTION/SKILLS TESTS REQUIRED

16 X Yes SAFETY IMPACT POSITION

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u> Salary Range – Pay Grade 10</u>

\$723.00 - \$1,004.00 Biweekly \$18,798.00 - \$26,104.00 Annually

18 **OPENING DATE** August 2, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD** (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer